

ADOPTION BENEFIT PROGRAM State Employee Adoption Benefit Notification Letter

Pursuant to 101 KAR 2:120 and 101 KAR 3:045, a state employee who finalizes a legal adoption procedure for the adoption of a child, other than the child of a spouse, on or after November 1, 1998, shall be eligible to receive reimbursement for actual costs associated with the adoption of a special needs child, as defined by KRS 199.555(1), or any other child. When an application for financial assistance is being submitted to the Secretary of Personnel, notification should also be provided to the applicant/state employee's agency.

To:			
	Appointing Authority Name	Title	
From:			
	Applicant/State Employee Name	Title	
Subject:	Adoption Reimbursement Request		
Personne		and 101 KAR 3:045, I am submitting an application to issociated with the recent adoption of my child(ren).	
Applicant	/State Employee Signature	Date	

